



616.331.8585 | www.gvsu.edu/clasadvising | C-1-140 MAK

Allopathic (MD) Medical School Application Process

Check your email regularly and make sure your spam filters are not putting communications into your spam box.

Medical School Admission Requirements (MSAR): <https://www.aamc.org/msar> (\$25 subscription, waived by FAP (see below))

Admissions Test: MCAT (Medical College Admission Test) (mcats@aamc.org, 202-828-0600)

MCAT 2015 Essentials: <https://www.aamc.org/mcat> -> click on MCAT Essentials on the right.

Registration Timeline: The MCAT will be administered between January and September 2017. *Registration for 2017 dates began in October, 2016.* It is recommended to register at least 60 days prior to your desired test date.

Before Registration: You will need an AAMC ID and an associated username and password to register for the MCAT.

Fee Assistance Program (FAP): Reduces the MCAT fee to \$120 if eligible. See <https://www.aamc.org/fap> for details. Can reapply up to five times and it's valid for 2 years. If an application is approved **Jan. 1 – Dec. 31, 2017**, benefits expire **Dec. 31, 2018**. FAP application processing takes up to 15 business days and **benefits are NOT retroactive**.

-FAP also waives all AMCAS fees for 1 submission with up to 15 medical school designations; provides complimentary access to the MSAR, up to \$500 for a psycho-educational or medical evaluation needed for accommodations, & free test prep materials.

Fee: The cost of the exam is **\$310**. Payment by credit card only; registration cannot be reversed once payment is made.

Release Scores: When signing up for the test, you have the option of releasing your scores to an undergraduate pre-health advisor. If you miss this step, please print an official score report and send to the pre-professional advisor at GVSU.

Scores will automatically be sent to AMCAS participating schools. Scores are viewable online 30-35 days after your test date

Testing Limit: Up to 3 tests per calendar year, 4 every 2 years, 7 lifetime max. A voided exam or no-show DOES count as an attempt.

Test Section	# of Questions	Time
Examinee Agreement, Optional Tutorial	--	8 min, 10 min (total 18)
Chemical & Physical Foundations of Biological Sciences**	59	95 minutes
Critical Analysis & Reasoning Skills	53	90 minutes
Mid-exam Break (optional—cannot leave the testing center)	--	30 minutes
Biological & Biochemical Foundations of Living Systems**	59	95 minutes
Psychological, Social, & Biological Foundations of Behavior	59	95 minutes
Void Question (not optional) & Satisfaction Survey (optional)	--	5 min, 5 min (total 10)
Total content time: 6 hours 15 minutes		Total "Seat" Time: 7 hours, 33 minutes
**an optional 10 minute break is available after these sections (we recommend you take these breaks!!)		

Scoring: Each of the four sections is scored from a low of 118 to a high of 132, with a midpoint of 125. Scores for the four sections are combined to create a total score. **The total score ranges from 472 to 528. The midpoint (50th percentile) is 500.** Percentile ranks will be reported for the total & section scores. There is no penalty for guessing.

How to Prepare: There is an MCAT Sample Test and two full length scored Practice Exams available that simulate the exam. There are many other prep resources, which can be found by visiting this link: <https://www.aamc.org/mcat>. You can also order many of the MCAT prep resources at a discounted rate through www.gvsu.edu/clasadvising/payment

CLAS Advising File for Committee Letter (Committee Letter deadline is August 1st!)

File and Application Waivers*: Complete and submit to CLAS Advising to open your application file

Photo: Stop in at C-1-140 MAK to have your photo added to your file (for CLAS Academic Advising Center use only)

veCollect*: Open a veCollect account and create profiles for letter-writers; pay \$5 activation fee and \$10 letter posting fee (online payments: www.gvsu.edu/clasadvising/payment)

Complete and upload the **Student Information Sheet*** to veCollect along with a **Copy of Submitted Application**

*These documents and veCollect instructions can be found here: <http://gvsu.edu/clasadvising/ready-to-apply-233.htm>

A complete file (**due the first day of August**) in veCollect initiates your GVSU Committee Letter (completed file includes a minimum of three letters of evaluation, signed file/application waivers, student information sheet, and copy of submitted application)

PLEASE NOTE: Students who have graduated from GVSU may still be eligible for a committee letter if they are not currently attending another institution for a post- baccalaureate or graduate program. However, if a student has gone on to another program, a committee letter and letters of evaluation should be sought from the current program.

Application Service: AMCAS – Follow them on Twitter @AMCASinfo and YouTube for updates and tutorials!!

Call 202-828-0600 or Email amcas@aamc.org with any questions and include your AAMC ID number in your message.

AMCAS Instructions: https://www.aamc.org/students/download/182162/data/amcas_instruction_manual.pdf

*Use your FULL legal name that appears on your ID, know your MCAT ID and be sure your password includes letters and numbers.

*Print a copy of your completed application BEFORE submitting to check for formatting issues; upload a copy to veCollect

Fee: \$160 for one school; \$39 for each additional school (fee waivers are available if you qualify for the FAP)

*Fee is non-refundable, can only be paid by credit card or online check (\$4 fee for online check)

Re-applicants: You must submit a new application each year that you apply; you must indicate that you are a re-applicant. Information will be rolled-over from the prior year so that you may edit.

Transcripts: Transcript Request Form MUST accompany official transcripts by application deadline—can be submitted as early as May 1.

*You need a separate form for EACH school you have attended; each form is unique so PAY ATTENTION!

Repeat Grades: Enter ALL attempts at courses, regardless of repeats or grades of W, AMCAS counts all attempts of a repeated course in the GPA calculations

Personal Statement: Write a statement expressing your motivation or desire to become a doctor; 5300 characters, including spaces (there is a certification statement requiring that all written passages are your own work); do NOT simply repeat your application information or your work and activities. *To avoid formatting issues in your personal statement and experiences, ONLY copy/paste from plain text software, such as Microsoft Notepad or Mac TextEdit.*

Related Work and Activities: Space for up to 15 relevant work experience, extracurricular activities, awards, honors, or publications. Can enter up to 4 occurrences of each experience. Requires contact name and phone/email for each experience, and has 700 characters allotted for a description of the experience (up to **three** may be chosen as Most Meaningful experiences, which allows an additional 1325 characters for further explanation). Up to four date ranges may be entered for repeated activities.

Letters of Evaluation (LOEs): Letters will be submitted electronically through VirtualEvals. In AMCAS, enter “Committee Letter” for type of letter and list **Jo Ann Litton as the Letter Writer**.

*Included as part of secondary/supplemental application

*AMCAS application can be submitted prior to receipt of all letters so verification process can begin

*Look at individual schools for specific requirements of number and type of letters (rule of thumb is 3 faculty who have taught you in class (two science, one non-science) and one practicing clinician (preferably one who has observed you in a clinical setting))

*GVSU uses a Committee Letter format. Your individual LOEs, application, and student information sheet will be used to compose a committee letter that summarizes your application and all LOEs. Individual letters are then ranked in order of strength and wrapped up into one file to be submitted to schools through AMCAS (Jo Ann Litton submits). The Committee Letter will not be started until your veCollect file is complete (see reverse)

Verification: Process of verification of grades through AMCAS takes up to 6 weeks once ALL required materials are received. Peak processing times are the end of August/beginning of September (letters and supplemental apps are NOT required for verification); initial transmission of verified apps to med schools doesn't occur until the last Friday in June.

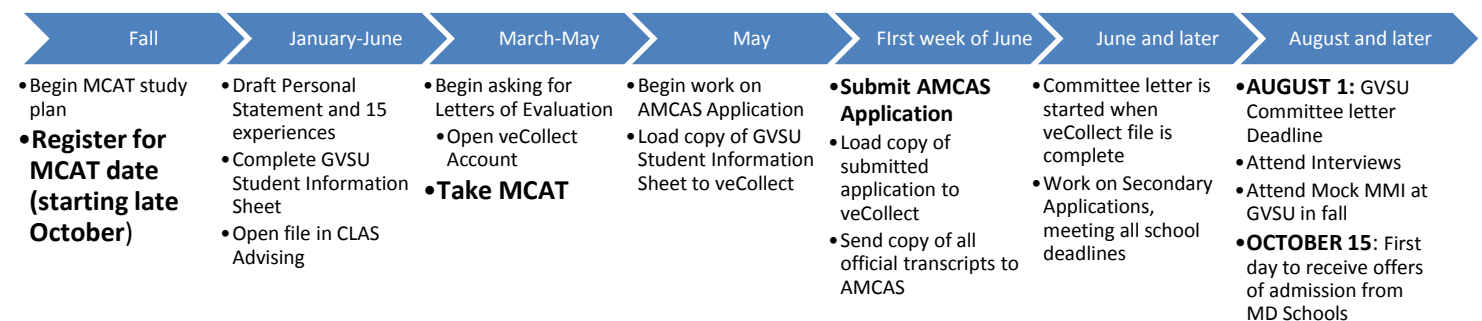
Supplemental Applications: Supplemental secondary applications require additional fees and essays that vary by school; make sure you are meeting deadlines set by schools. Some supplemental apps require you to submit a photo of yourself; therefore it's a good idea to have a nice/professional photo taken of yourself wearing business-style clothing.

Acceptances: Make sure you are meeting any deadlines regarding decisions and deposits, and withdraw applications from all medical schools following a final decision on attendance.

Schools also conduct a criminal background check and undergraduate disciplinary checks prior to final matriculation.

General Tips: Apply EARLY, check your SPAM email so you don't miss anything, clean up your SOCIAL MEDIA, and stay ORGANIZED.

Application Process General Timeline



This form serves only as a guideline to the application process, it is up to you as the applicant to make sure you are meeting any deadlines or requirements outlined by the application and testing services, as well as individual school requirements.